

**THORNDOWN PRIMARY SCHOOL
& THORNDOWN PRE-SCHOOL**

**Minutes of Finance & Premises Committee Meeting
Thursday, 15 June 2017 at 7.30 p.m.**

Membership of the Finance & Premises Committee :	
Vicci Godbold	Head
Frank Newton	FN
Steve Mitchell	SM
Sophie Dale/Debbie Mills	SD/DM
Rob Jagger	RJ
Cathy Sweet	CS
Debbie Townsend	DT
David Varey	DV
Helen Cooper (Non-governor for this committee)	SBM

Item		Action	Lead
1.	Welcome / Apologies / Declarations of Interest		
1.1	Governors Present: Vicci Godbold, Frank Newton, Steve Mitchell, Rob Jagger, Debbie Mills and Cathy Sweet.		
1.2	Non-Governors Present: Helen Cooper (SBM) and David Clark (Clerk).		
1.3	The meeting was quorate with six governors present.		
1.4	Apologies for absence, with governors' consent: Debbie Townsend and David Varey.		
1.5	Absent: None.		
1.6	Declarations of Interest: Rob Jagger's wife is employed by the school. There were no other declarations of interest by members of the committee in respect of any item on the agenda.		
2.	Notice of change in order, or any other business		
2.1	The Committee agreed that the business of the meeting should remain in the order on the agenda.		
2.2	The Committee also agreed that there were no items to be considered under Any Other Business.		
3.	Review of minutes and confidential minutes and action points of the previous meeting		
3.1	The minutes of previous meeting held on 4 May 2017, circulated prior to the meeting, were agreed and signed by the Chair as a true record of the meeting.		
3.2	Two of the three Action Points from the last meeting had been completed (APs 2 & 3).		
3.3	The remaining Action Point was AP1, which was discussed, and it was noted that a new date has to be arranged for the SBM and RJ to hold their telephone conference with Pebble Ltd regarding the proposal to set up a separate charity account for school trips.	July 17	RJ/SBM
3.4	The confidential minutes of previous meeting held on 4 May 2017,		

Primary Finance & Premises 28.09.17.

READ & AGREED AS A TRUE RECORD (CHAIR)

	circulated prior to the meeting, were agreed and signed by the Chair as a true record of the meeting.		
3.5	Both of the Confidential Action Points from the meeting had been completed.		
4.	Headteacher's Report		
4.1	Cleaning Contract - The Headteacher reported on progress made on the Cleaning Contract. CCS has been given notice to end their current contract on 31 December 2017. The tendering process, using Tenet Education Services is under way.		
4.2	Budget		
4.2.1	The Budget for 2017/2018 is very tight this year. The situation regarding the appointment, and deployment, of Teaching Assistant's (TA's) was outlined to the Committee.		
4.2.2	The new Reception intake has up to seven children with EHC plans, and will need considerable TA support. After discussing our options with Ray Byford, our LA Financial advisor we were advised to move existing TAs into the 1:1 roles as we should not become overdrawn funding new ones. There is no extra LA financial support available.		
4.2.3	All TA support will need to be funded by the school within the current budget plan. Interviews will take place on Tuesday, 27 June for up to three new TA's to work 1:1 with pupils with EHC plans. This will still allow the school to remain within the current budget plan but reduce the use of TA time across the whole school.		
4.2.4	The Committee understood, and supported, the rationale of the Headteacher and her proposals to utilise TA time next year. They were however concerned that there will be less TA time spent in KS2 and the impact this could have on pupil performance and the ability of the school to offer appropriate interventions. There would also be the need for increased cover at lunchtime for each pupils receiving 1:1 TA support.		
4.2.5	The Committee also supported the Head in her decision to oppose a request for a place in Year One from an out-of-catchment family with a child with an EHC plan on the grounds that the school could not financially afford to take this child and for reasons of safeguarding.		
5.	Chair's Action		
5.1	There was no additional action by the Chair to report.		
6.	Budget Monitoring 2017/2018		
6.1	The Budget for 2017/2018 had been partially discussed in item 4.2 above.		
6.2	Income - Funding for an SEN child is still being paid in and clawed back by the START team for a child that is no longer on roll.		
6.3	Building Maintenance - the specialist annual contract for MME servicing with Gowing and Hunt for £12,106.00 was approved by		

	the Committee.		
6.4	Electricity & Gas - The current usage and bills are under investigation as they are higher in comparison to last year.		
6.5	General Curriculum – There is currently an underspend but a large order will be placed this half term ready for the new academic year.		
6.6	Catering - Uptake of school meals is currently running at an average of 65% (previously 68 %) while UIFSM take-up is currently 82% an increase of 12% from the end of last term. Dinner numbers vary from 309 to 347 on a daily basis. A rolling programme of inviting parents in to have lunch with their child has been started, and is proving to be very popular.		
6.7	Devolved Formula Capital (DFC) – A contribution to ICT replacement (five year plan) has been made and the replacement Reception sheds are in place.		
6.8	Pre-School - Current numbers per session are good. Thirty children per session are break even. Provisional numbers for September 2017 are rising and are close to break even. This includes a number of two-year-olds (the term before they are three). A Pre-School Manager will be recruited to ensure that each session is covered by five adults, and meets staffing ratios. The Pre-School will still have a member of staff leading the planning and management of staff. It is hoped that there will be no need to top-up finances this year.		
7.	Review of Work Schedule		
7.1	There was one outstanding task left on the Work Schedule for the meeting to consider. This was for the Chair to undertake random spot-checks on GPC spending, at drop-ins to review financial procedures.	July 17	Chair
8.	Review of Schedule of Policies		
8.1	There were four outstanding policies to review in the Schedule of Policies for the meeting to consider.		
8.2	Health & Safety Policy – This policy was deferred to the Autumn Term 2017, with Subject Leads being used instead of names.	Sept 17	Head/ Clerk
8.3	Fire Safety Policy - This policy was approved for use in school.		
8.4	CCTV Policy & Impact Assessments - This policy and the Impact Assessments were approved for use in school.		
8.5	Accident Investigation Policy – The SBM to review the Appendices in this policy document before it can be approved for use in school.	Sept 17	SBM/ Clerk
8.6	FN suggested policies are listed to reflect that they were new, renewal (minor changes made), renewal (amendments needed) or no change needed.	Sept 17	Clerk

9.	Standing items		
9.1	Health & Safety Committee - The next Health & Safety Committee meeting is to be held on Thursday, 13 July 2017.		
9.2	Changing rooms – Nothing new to report.		
9.3	Spending on the Pre-school – Discussed in item 6.8 above.		
10.	After-School Club		
10.1	This item was deferred to the next Full GB meeting to be held on Thursday, 13 July 2017.	July 17	SBM/ Clerk
11.	Any Other Business		
11.1	With the Chair of the Committee leaving the GB in July 2017, FN asked that the minutes recorded thanks to SM for his many years of service to the school.		
11.2	Governors were reminded of the end-of-year social to be held on Thursday, 20 July 2017.		
11.3	There being no other business the meeting closed after item 12 at 8.20 pm.		
12.	Summary of Impact on Standards and Progress		
12.1	Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.		
12.2	The Committee agreed that, at this meeting, it had: <ul style="list-style-type: none"> Considered the Budget, where the main focus had been to maintain high standards in teaching and learning. 		

Finance & Premises Committee Action Points – 15 June 2017

F&P 6 2016/2017 AP No:	Action Point	By Whom	Outcome
1.	3.3 A new date to be arranged for the SBM and RJ to hold their telephone conference with Pebble Ltd re: the proposal to set up a separate charity account for school trips.	RJ/SBM	
2.	7.1 The Chair to undertake random spot-checks on GPC spending, at drop-ins to review financial procedures.	Chair	
3.	8.2 Health & Safety Policy – This policy was deferred to the Autumn Term 2017, with Subject Leads being used instead of names.	Head Clerk	Completed
4.	8.5 The SBM to review the Accident Investigation Policy before it is approved for use in school.	SBM Clerk	Completed
5.	8.6 Policies to be listed on any agenda to reflect that they were new, renewal (minor changes made), renewal (amendments needed) or no change needed.	Clerk	Noted
6.	10.1 After-School Club - This item was deferred to the next Full GB meeting to be held on Thursday, 13 July 2017.	SBM/Clerk	Completed